
Your job

Job Title: School Aged Childcare Development & Sufficiency Officer

Service: Education

Grade: G7

Reporting to: Operational Support Manager

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

You will be responsible for supporting the Local Authority's statutory sufficiency duties through the planning, development and sustainability of childcare places, in line with the Childcare Act 2006 and Childcare Act 2016.

The postholder will focus on School Aged Childcare sufficiency and development activity, including wraparound childcare, free breakfast clubs and holiday provision. You will work directly with schools, academy trusts, childcare providers, childminders and wider partners to increase the availability, accessibility, sustainability and quality of childcare provision across the borough.

In the next 12 months, you will:

- Develop and maintain effective relationships with Childcare Providers, Headteachers, Academy Trusts, Governors, Trustees, School Business Managers and Senior Leadership Teams to promote the expansion and sustainability of school aged childcare provision.
- Act as a Local Authority contact for schools in relation to free breakfast clubs, wraparound childcare and other Government funded childcare initiatives, providing advice, challenge and support where required
- Engage proactively with childcare providers, schools and academy trusts to identify barriers to delivery and facilitate solutions that support the successful implementation of childcare programmes.
- Engage with Governing Bodies, Academy Trusts and Senior Leadership Teams to promote the benefits of school aged childcare and secure commitment to the development and sustainability of free breakfast clubs, wraparound and holiday childcare provision.
- Facilitate and coordinate engagement events, networking opportunities, workshops, briefing sessions and peer support networks to promote best practice, collaboration and service development
- Support childcare providers and schools to assess local demand for childcare provision and use this intelligence to inform service planning, sustainability assessments and childcare sufficiency reviews.
- Work collaboratively with childcare and HAF providers and schools to identify opportunities to maximise the use of school facilities and community assets to increase childcare provision and improve accessibility for families.
- Establish and maintain a borough-wide network of schools and childcare providers to encourage partnership working, peer support and the sharing of effective practice.
- Work with schools and providers to improve access to childcare for disadvantaged children, children with SEND and families experiencing barriers to accessing provision.
- Monitor and evaluate school engagement activity, identifying emerging needs, risks and opportunities and reporting findings, recommendations and impact measures to senior leaders and stakeholders
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

Qualifications

- Educated to Level 4 or above, or able to demonstrate equivalent experience in childcare, education, business development, commissioning, project management, service planning or a related field.

Knowledge and Understanding

- A detailed knowledge and understanding of the Childcare Act 2006, Childcare Act 2016, Childcare Sufficiency Duty, Wraparound Childcare Programme, Free Breakfast Club Programme and current national childcare policy and guidance
- A thorough understanding of childcare sufficiency assessment, demand forecasting, place planning and market management within the childcare sector.
- A detailed understanding of the education landscape, including maintained schools, academies, multi-academy trusts, school governance structures and the factors influencing strategic and operational decision-making within schools.
- A good understanding of school governance arrangements, including the roles and responsibilities of Governing Bodies, Academy Trust Boards, Local Governing Committees and Senior Leadership Teams in relation to strategic decision-making, resource management and service delivery.

Experience

- Significant experience of developing positive working relationships with schools, academy trusts, childcare providers and partner organisations.
- Experience of working effectively with Headteachers, Governors, Trustees, School Business Managers and Senior Leadership Teams to influence, develop and implement new initiatives or service improvements.
- Experience of supporting organisations with business planning, sustainability, funding applications, project delivery or service development.
- Experience of designing and delivering training, workshops, briefings or network meetings for schools, childcare providers or other stakeholders.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”